

MARC PLANNING COMMITTEE CHARTER

2003

Committee Members:

Helen Katz, NAVICP, chairperson
Tom Kobezak, Army Contracting Agency
Phil Villella, Army TACOM-ARDEC
Linda Stern, GE
Barbara Knox, United Defense
Bruce Schneider, Northrop Gruman
Geoffrey Walser, Delaware, SBDC

Charter:

The Planning Committee will provide recommendations to the MARC Chairperson on future meetings including location, accommodations, cost, agenda topics and presenters. To the maximum extent practical the locations will be selected to coincide with the geographic distribution of the membership and if possible outreach event schedules.

The Chairperson will provide information to be posted on the MARC website that highlight upcoming events. The Chairperson shall be a member as defined in Article III, Section 1 of the Mid-Atlantic Regional Council By-Laws. The Planning Committee will be comprised of the Chairperson and a minimum of four MARC members. The Planning Committee Chairperson will prepare an Annual Plan and submit it to the MARC Chairperson at the summer executive board meeting.

The Chairperson of the Planning Committee, or the designee, has the authority to commit council dollars, after approval by the Chairperson or

Vice Chairperson.

Proposed Meeting Schedule:

The Planning Committee recommends the MARC meet, as a minimum, the first, second and third quarter of each calendar year, alternating locations among the six states represented.

Proposed Meeting Format:

The Planning Committee recommends that the MARC meetings be a day and a half in the following general format:

DAY 1 : 08:30 – 1200 – General Council Business

DAY 1 : 1:30 – 4:30 – Breakout Sessions, committee meetings, speakers, roundtable

DAY 2: 8:30 – 12:00 - Speakers